

Child and Family Services Update

April 29, 2003

Training Update

By Midge Delavan

This month we are including another worksheet from the revised Teaming Module for the Practice Model. Below you will find an annotated agenda for a Child and Family Team meeting. You may want to copy this to modify for your own use, including what has worked for you. If you have comments on your successful Child and Family Team meetings or if you have questions you feel others could benefit from, please email me at MDELAVAN@utah.gov or Carol Miller at CAROLMILLER@utah.gov to share your thoughts.

Agenda

1. Welcome, introductions, personal expression, and appreciation for being there.
2. Discuss confidentiality and sign confidentiality form and attendance list.
3. Use full disclosure, including time requirements, concurrent planning, requirements of team members who are present or absent, and court orders.
4. Discuss any ground rules needed for conducting the meeting.
5. Discuss and agree on the purpose of the Child and Family Team meeting.
6. List strengths of the family and family members.
7. Create the family tree or genogram.
8. Have the family tell their story.
9. Discuss risks and protective factors for the children.
10. Discuss the long-term view and any transitions that are expected.
11. Discuss needs and outcomes.
12. Brainstorm on how to meet needs.
13. Work on planning that is appropriate for the meeting (safety agreement, crisis plan, Child and Family Plan, transition plan, etc.) OR follow up on previous planning.
14. Assign responsibilities for the plan.
15. Discuss next steps.
16. Discuss what could go wrong.
17. Summarize, confirm the time of the next meeting, and close by affirming the work that has been done.